



Non-Production Area Grounds Keeping Procedure

All Stores Outside of California

PnP Grounds Keeping Policy

Pick-n-Pull will have reasonably clean yards for our customers to work in. The cleanliness level for the store is to be set by Regional and Store Management.

Pick-n-Pull will conduct its operations in compliance with applicable laws, regulations and industry standards concerning environmental protection.

Environmental protection is the responsibility of every Pick-n-Pull employee at all levels of management, administration and operations. Environmental evaluation and planning are an integral part of Pick-n-Pull's decision-making processes, and adequate resources will be committed to implement effective environmental programs. Pick-n-Pull will provide training for its employees concerning environmental programs and will emphasize individual responsibility for sound environmental management.

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Written By	SBruno	A	00	PDP-0005-9612	25
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Section 1

Safety

1. All required PPE called out on the PPE Matrix must be properly used during the Grounds Keeping process.
2. Because non-production crew members are not necessarily familiar with the PPE requirements of this job they should receive additional training on what PPE to wear and how to wear it properly. The wearing of steel toed boots is mandatory for all employees when completing grounds keeping work.
3. The current PPE matrix must be posted by the time clock or in the common area in both English and Spanish.
4. A reserve supply of all required PPE must be kept on site at all times. Refer to the PPE Supply Matrix for the quantities required at your particular store.
5. Crew members must not pick up, by themselves, parts that are over 50 pounds or too large and bulky (over 2ft. by 2 ft.). They must get help when moving these parts. If a part is unsafe to move then it is to be left in place.
6. Crew members must use proper lifting techniques to reduce the chance of muscle strain or other injury. Always lift with your legs and not with your back.



7. Crew members must use the buddy system while performing duties in the parking lot and customer yards.
8. Crew members must be aware of the weather conditions and follow company guidelines to maintain their safety. This includes but is not limited to lightning, extreme cold, extreme heat, or severe storms.

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9. Crew members must be aware of their immediate surroundings. Caution must be used as there are slip, trip, and impact dangers in the customer yard.
10. Crew members must understand that the vehicles in the customer yard are not necessarily in the same safe condition as when they were set. Our customers are very creative when shifting a vehicle around to remove the parts they need.
11. When checking a vehicle for a safe set the crew member must ensure that there are no customers or other crew members in the path of the vehicle should it slip off of the wheel stands.

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Section 2

Training

1. Each operator will be trained and certified by management.
2. All training must be documented by the trainer, signed off by the manager, and the records retained for future review and audit. See Training Log Page 6.

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Production Procedure Training Log

Store: _____ Date: _____

Training Topics Discussed:

Concerns raised by employees:

Signing here signifies that you have received and completed the training topics listed above. Any and all of your questions have been answered and you understand what is expected of you. You plan to comply with all requirements.

Print Name	Print Title	Sign Name

Training Given by:

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Section 3

Store Front and Customer Parking Lot

1. If your store has a green belt in front it must be well kept. This is the first impression our customers will have of the facility. The grass should be mowed and edged.



2. The shrubs must be kept trimmed and should not interfere with access to the parking lot or customer pathways.



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3. The parking lot should be organized and laid out to make it as easy and safe as possible for our customers to enter and leave. The customer parking lot must be kept clean and organized. Cleanup must occur as directed by your Regional\Store Management.



4. Trash cans should be placed in the parking lot at a rate of 1 can for every 30 parking spaces. There should be a minimum of 2 and a maximum of 10 trash cans in the parking lot. Trash cans should be marked “TRASH” in English and the local second language.



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5. Smoking stations should be placed strategically at all entrances at a rate of 1 to 2 units per entrance. You must check local ordinances to determine if smoking is restricted within a defined distance from the entrance. If local ordinances limit smoking within a defined distance from the entrance then smoking stations must be moved beyond that distance. Smoking stations must be emptied daily.



6. If your store has an auto glass installation company at the location you must empty the discarded glass storage containers when they are full.
7. Vehicle parts in the parking lot must be picked up daily, put in a truck bed or wheel barrow, and moved to the production yard for processing.



8. Oil spots and spills must be remediated per EHS requirements for the location.

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9. Non-paved parking lots must be maintained to ensure safe passage for our customers. The lot must have holes and non-drain channels filled in. The lot should be back dragged as necessary to keep it smooth. Unpaved parking lots must comply with dust or nuisance laws. You may be required to lay rock or water unpaved parking lots to comply with these laws.



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Section 4

Customer Yard

1. The customer yard will be maintained by the store employees. The customer yard must be kept reasonably clean in order to create a safe environment for our crew and our customers. Your Regional\Store management will determine the cleanliness level of your yard. In all cases, oily parts must be picked up and removed from the yard in a timely manner.



2. Store employees should do a clean-up sweep through the customer yard as required by store management. During this sweep they must pick up parts and debris around the vehicles. Any debris that is larger than a bowling ball must be picked up and put in, on, or next to a vehicle.
3. Mats must be placed under the engine if they have been moved.
4. Do not place shredder restricted materials in the vehicle. These materials should be disposed of in other appropriate ways.

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- Do not over fill any one vehicle with wheels and tires. Management will train the crew on the maximum number of tires allowed in a crushed vehicle by the shredder that supports the store.



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6. Wet cores must be moved to the end of the row for collection and transport to the production yard as scheduled by the store management. Oily or leaking parts must be placed on a mat or absorbent pad until moved to the production yard.



7. Aluminum and copper parts should be moved to the end of the row for collection and transport to the production yard as scheduled by the store management.

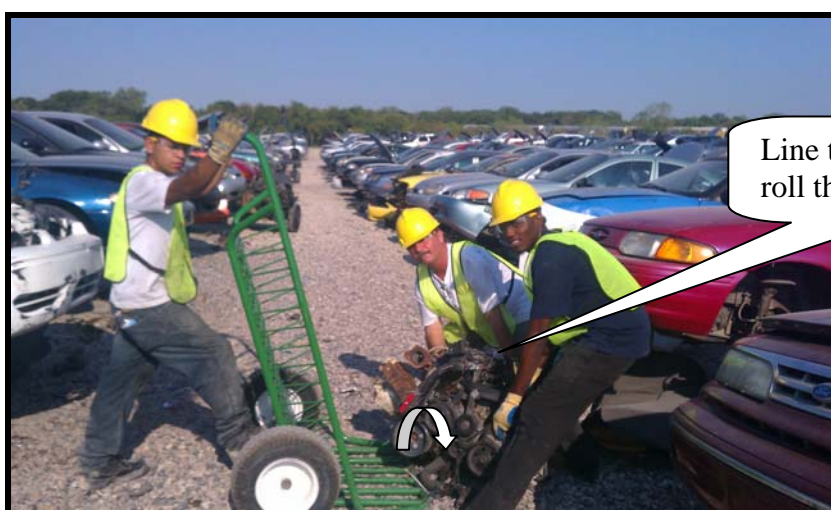


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8. Large parts should be moved to the end of the row for collection using the approved heavy duty hand truck below.



9. When using the hand truck you should line up the truck with the part. Roll the part up so that you can slide the truck tongue under the part.



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10. Then allow the part to roll back on the truck tongue.



11. Roll the hand truck to the end of the row. It is required that you roll the hand truck in front of you toward the downhill end of the row. Depending on the ground conditions (loose gravel, mud, pavement) it may be safer for several crew members to push the hand truck.



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12. Dump the part off of the truck onto a piece of carpet or a floor mat at the trunk end of the end cap vehicle. This is accomplished by pushing the handles of the truck forward until the part rolls off.



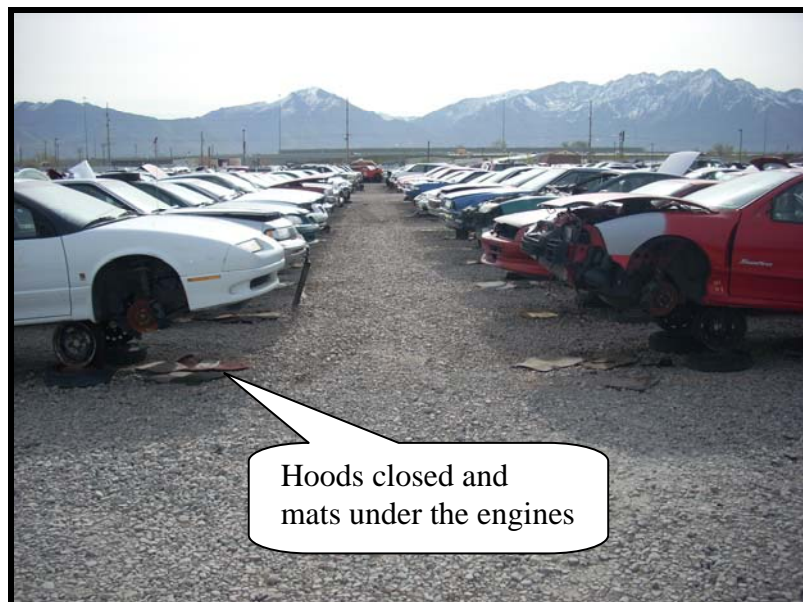
13. Repeat the process for other large parts in the customer yard.



NOTE: To ensure maximum life of the hand truck you must foam fill or “Slime” the tires to reduce the possibility of flat tires.

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14. You must close all hoods as you make your sweep of the customer yard. You should also close the trunks (make sure that they will not latch before closing) and doors during the cleaning sweep. You must check to ensure that there are mats under the engines of the vehicle. You should put loose hoods back on the vehicle it came off of if possible. If not, place the hood underneath the engine compartment. You should leave the bumpers with their vehicles if possible.



NOTE: Closed hoods are an EHS requirement. Closed hoods keep fluids from washing off of the engine and into the storm water drains when it rains or when there is a snow melt. If there is not a hood on the vehicle then no further action is required.

SAFETY NOTE: Care must be taken when closing hoods, trunks, and doors. The vehicles are not in “like new” condition and as such the hoods, trunk lids, and doors may not have all of their attachment points in place. The possibility of having one of these parts fall on you and causing injury is high.

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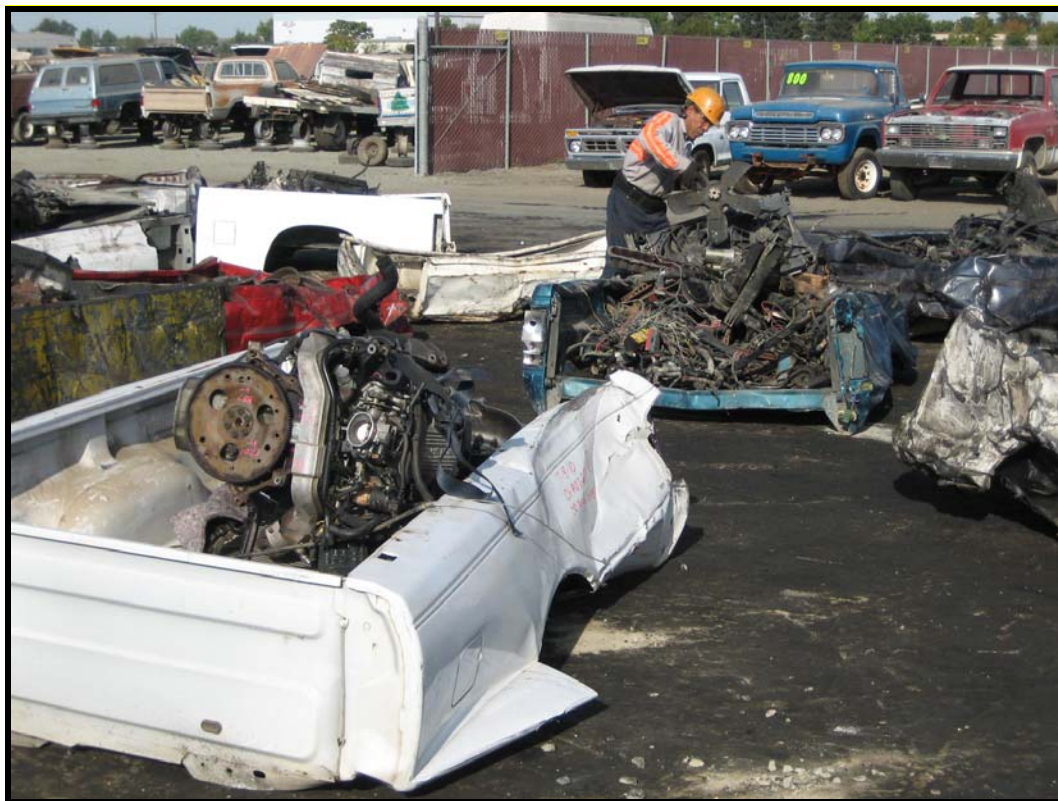
15. While making the cleaning sweep through the yard the crew should check any cars that have a questionable set. If they are unstable they must be reported to management so that they can be re-set.



16. All safety and setting requirements per the current procedures are required when re-setting a vehicle. Re-setting downed vehicles must be accomplished using our rolling stock. If the vehicle is buried in the row then the row must be pulled to the point of the downed vehicle. It should then be re-set and the balance of the row re-set.

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17. Once all of the cores and other material have been moved to the end of the aisle they will need to be collected and transported to the production area for sorting into its proper location. You should sort cores as you pick them up into major groups. Small cores, radiators, etc... and transport them to the production area for processing.



18. Row marker signs must be placed in the proper location after work on the aisle is complete.



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19. Oil spots and spills in the roadway and walkways must be remediated per EHS requirements for the location. The required sequence is to dig the spot to fresh dirt using a shovel or mattock, shovel the contaminated soil into an approved transport container (Blue Box or Drum), and ensure that the container is properly labeled. Ensure that the hole is filled in with fresh rock upon completion of remediation. Alternately, if your aisles are paved you must remediate by grinding oil absorbent into the oil spot. You must then sweep up the oil absorbent and shovel it up into an approved container as above. When the container is full you will need to call your EHS approved vendor for removal from the site.

Dig oily spot to fresh dirt.



Shovel into approved container.



Ensure proper labeling of the container.



Remediated oil spot waiting for rock fill.



20. Trash should be kept picked-up along the fence lines and in areas of the yard where there are not vehicles set as scheduled by the store management.

Remove trash from fence line



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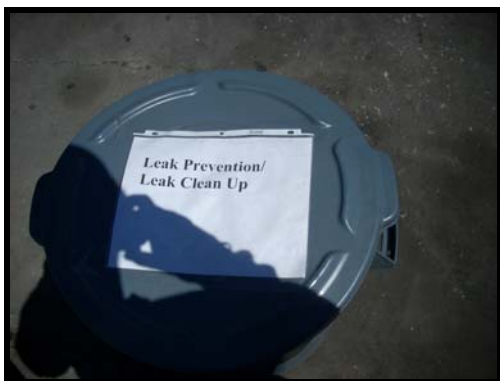
21. Trash cans should be placed at the each end of the main aisle and at each major intersection. Trash cans should be emptied when full to keep the trash from blowing out and into the yard. Tip dumpsters should be emptied when full.



22. Vegetation (grass, weeds, etc...) must be kept cut and under control. Vegetation in the yard and along fence lines should be kept cut to reduce bug and snake infestation in the yard. Fence lines should be kept cut, especially if you have an electric fence, in order to ensure proper functioning of the fence. This will also help cut down on parts theft. Vegetation control can be accomplished by the store crew, back dragging, or other professional methods.
23. Trees must be kept trimmed and off of the fence line. Trees that interfere with the safe operation of rolling stock and setting crews must be trimmed to eliminate the unsafe condition.

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24. A Spill Prevention / Cleanup Station must be placed in the customer yard so that customers have the supplies to help prevent or clean up oil and fluid leaks when they take parts off of a vehicle. They should be placed in the main aisles, at a rate of 1 for every 300 vehicles, on alternating sides of the aisle. These stations are fairly simple to put together and relatively inexpensive to maintain. A station will consist of a 32-gallon trash can with a lid that secures onto it. Inside the can would be oil absorbent, an absorbent scoop, and some absorbent mats.



25. The station needs to have an identification sign that explains its use.



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26. A waste oil collection station must be set up in the customer area or in the parking lot. Placement of the collection station must be in an area convenient to the customer and accessible by the production crew. The station must have the required labeling for waste oil and be in a secondary container. When the station is full the production crew must remove the container and empty it or replace it with a fresh one. The container or its contents must then be removed from the site using an EHS approved vendor. Some commercially available collection stations are pictured below:



Closed Head Drum with funnel
will need a secondary container

IBC (Tote) will need a
secondary container

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Section 5

Grounds Keeping Tool List

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	Grainger No.	Comments
Rake	3ZC27	
Shovel-Round Nose	3YU82	
Shovel-Square Point	3MD56	
Pick Mattock	1MDX2	
Trash Can	5MU54	
String Trimmer (Weed eater)	4RYE1	As needed
Field Trimmer	4RGN2	As needed

Section 6

Grounds Keeping Supplies List

Rev.01

	Grainger No.	Comments
Replacement Line for 4RYE1	4RZH9	As needed
Replacement Line for 4RGN2	10L387	As needed

Customer Yard Spill Kiosk Parts List	Grainger No.	Comments
Container – 32 Gallon – Yellow	5DMT5	
Container Lid Yellow	5DMX2	
Scoop	3UE75	
Oil Absorbent	6RKH8	Or Yard Standard
Oil Pad	1HEJ2	Or Yard Standard
Sign	1UN47	

Waste Oil Recovery Station	Grainger No.	Comments
Drum – Steel – Closed Head - 55 Gallon	4GY32	Or Equivalent
Drum Funnel	3UAL5	Or Equivalent
Secondary Container		Per EHS Approved Container
Used IBC (tote) made with HDPE plastic		Procure locally on Craigslist

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